


STATE OF HAWAII
HAWAII PUBLIC HOUSING AUTHORITY
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BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT

IN REPLY PLEASE REFER TO:
16:CPO/248

August 4, 2016

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Request-for-Proposals, No. PMB-2016-31, Addendum No. 1
Property Management, Maintenance and Resident Services – AMP 49

This Addendum No. 1 is to: 1) amend the procurement timeline and 2) provide additional information to the RFP as follows:

Part I – Amendments to the RFP:

1. Paragraph IV. Procurement Timeline on Page 3 under Section 1. Administrative Overview of the RFP is amended to read as follows:

“IV. Procurement Timeline

<u>Activity</u>	<u>Scheduled Dates</u>
Public notice announcing RFP	August 3, 2016
Distribution of proposal specs/proposal form	August 3, 2016
Pre-Proposal Conference and Site Inspection	August 11, 2016
Deadline to submit written inquiries	August 15, 2016
State response to written inquiries	August 17, 2016
Proposal submittal deadline	August 30, 2016; 10:00 a.m. HST
Proposal review	September 2016
Notice of award	September 2016
Contract execution	September 2016
Start of services	September 30, 2016, 12:01 p.m.,
HST	

The HPHA reserves the right to amend or revise the timetable without prior written notice when it is in the best interests of the State.”

2. Paragraph V. Pre-Proposal Conference and Site Inspection on page 3 under Section 1. Administrative Overview of the RFP is amended to read as follows:

“V. Pre-Proposal Conference and Site Inspection

The HPHA Contract and Procurement Office will conduct a Pre-Proposal Conference from 10:30 a.m. to 11:30 a.m. HST, **Thursday, August 11, 2016**, at the Kauhale Nani Community Hall, 310 North Cane Street, Wahiawa, HI 96786 with a site inspection of the properties starting at approximately 11:30 a.m. or at the conclusion of the Pre-Proposal Conference. The HPHA strongly recommends that all offerors attend.

Prior to submittal of the proposal, it is highly recommended that Offerors inspect the properties to familiarize themselves with existing conditions, and the extent and nature of work to be performed. No additional compensation will be allowed by reason of any misunderstanding or error regarding site conditions, project layout or work to be performed.

Impromptu questions will be permitted at the Pre-Proposal Conference and site inspection and verbal answers provided. Verbal answers provided by the HPHA are not binding and only intended for general guidance purposes. Written formal official responses to substantive questions will be provided to each registered Offeror as set forth in Section VI below. Any changes to the RFP will be issued as an addendum to this RFP.”

3. Paragraph VI. Submission of Questions on Page 3 under Section 1. Administrative Overview of the RFP is amended to read as follows:

“VI. Submission of Questions

Offerors may submit questions to the RFP Coordinator identified in Section 1 of this RFP. The deadline for submission of written questions is **2:00 p.m. HST, Monday, August 15, 2016**. All written questions will receive a written response from the HPHA. The HPHA does not guarantee receipt of questions submitted via electronic mail. The

HPHA’s response to written questions shall be issued as an addendum to the RFP and will be sent to all registered Offerors via mail, electronic mail or facsimile not later than **Wednesday, August 17, 2016**.

4. All other terms and conditions of the RFP shall remain the same.

If you have any questions, please call contact Kathy Mitchell, RFP Coordinator at (808) 832-1892. Thank you.